

Date: June 6, 2002

Memo To: Records Management Community

From: Susan L. Frey

Departmental Records Officer

Subject: RM Numbered Memo 2002-20: Transmittal of NARA Memo on Irradiated Records

Please see the memo below, with attachment, from NARA regarding irradiated records and records management procedures for handling them. Pass this information on, as appropriate.

Please let me know if you have any questions on 301-903-3666.

-----Original Message-----

From: Merisue DAchille [mailto:merisue.dachille@nara.gov]

Sent: Tuesday, June 04, 2002 10:27 AM

To: susan.frey@hq.doe.gov

Subject: NWM 13.2002 Irradiated Records

NWM 13.2002

MEMORANDUM TO AGENCY RECORDS OFFICERS: Irradiated Records

In response to the discovery of mail contaminated with anthrax spores last October, the U.S. Postal Service began irradiating mail addressed to Federal agencies in certain Washington, DC zip codes. Most agencies headquartered in Washington, DC receive mail that has been irradiated. NARA's records management and preservation staffs have prepared the attached "Frequently Asked Questions About Irradiated Records," to address records management issues that may be associated with such mail.

NARA has also posted these FAQs on its records management web page at

http://www.archives.gov/records_management/policy_and_guidance/frequently_asked_questions_irradiated_mail.html.

For records management information and assistance, contact the Office of Records Services - Washington, DC, Modern Records Programs at 301-837-3570. The last FAQ contains additional contact information.

MICHAEL L. MILLER

Director

Modern Records Programs

Attachment